

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

1700 K STREET
SACRAMENTO, CA 95814-4037
TDD (916) 445-1942

**IMPORTANT MESSAGE TO THE PROSPECTIVE APPLICANT****LICENSING APPLICATION INSTRUCTIONS**

This application package contains the materials necessary to apply for a residential alcoholism or drug abuse recovery or treatment facility license with the Department of Alcohol and Drug Programs. It is vital that you carefully read each component (including the regulations) before beginning to fill out the application. Answer each question in the application, and submit only the documentation requested/required. An incomplete application results in a delay in the application process.

If, after you have totally read the entire application package, you determine that you would like technical assistance or training with certain portions of the license application process, you may request assistance without charge to you from the Department's consulting agencies.

In Northern California

Ms. Sarah Hernandez
California Association of Addiction
Recovery Resources
5777 Madison Avenue, Suite 1210
Sacramento, CA 95841
(916) 338-9460

In Southern California

Ms. Tina Gordon-McBee
Social Model Recovery Systems, Inc
250 East Rowland Street
Covina, CA 91723
1-800 678-7644 or (626) 332-3145, Ext. 1

Included in This Package Are:

- A copy of the regulations governing the licensing of nonmedical alcohol and/or drug recovery or treatment facilities - **Title 9, Chapter 5, of the California Code of Regulations.**
- A Fire Inspection Request form (850) on which the local fire inspector must approve the fire safety and capacity of the facility to be licensed. General instructions are written on the back of the form. *(An application is not complete without an approved Fire Safety Inspection Request.)*
- Instructions for completing the Fire Safety Inspection Request form.

License Applicant

- A copy of a California State Fire Marshall Information Bulletin to be provided to the local fire authority with the Fire Inspection Request form.
- A Licensing Application Booklet, Form ADP 5085-L.
- Application Supplement - For Sole Proprietors Only.
- A copy of the pamphlet entitled, "How to Succeed in Siting a Drug Abuse Treatment Center."
- Fact Sheets:
 - Licensing & Certification of Alcoholism or Drug Abuse Recovery or Treatment Programs;
 - Licensing of Alcoholism or Drug Abuse Recovery or Treatment Facilities: Most Frequently Asked Questions;
 - Alcohol- and Drug-Free Housing (Sober Living);
 - Social Model Alcohol Recovery; and
 - The Therapeutic Community.

Please note in the application booklet that organizations applying for licensure, other than nonprofit organizations and governmental entities, must submit the first two-year's licensing fee of \$2,150 with their application. Once this fee is submitted, State regulations do not allow for a refund (even when a license is not issued). Please make your check or money order payable to the Department of Alcohol and Drug Programs.

If you have any questions regarding the licensing of nonmedical adult residential alcoholism or drug abuse recovery or treatment facilities, or need assistance with your fire clearance, please call (916) 322-2911, and ask to speak to the Officer of the Day in the Licensing and Certification Branch.

Enclosures